



SOCIAL EVENT REGISTRATION CHECKLIST

(FOR REGISTERED EVENTS WITH ALCOHOL)

The following checklist is designed so that you can quickly determine whether or not you have followed the proper procedures to register your event with UNI Panhellenic/IFC. Be sure to keep working until you are able to mark a "yes" for each question. This is not an exhaustive list and you are welcome to provide this list with your Social Notification Paperwork to document your proactive risk management efforts.

1. SCHEDULING YOUR EVENT

- Is your event currently scheduled on the FSL Social Calendar?
- If not, did you contact a Panhellenic or IFC Executive to schedule your event?

2. THIRD PARTY VENDOR EVENTS

- Did you consult the Approved/Denied Third Party Vendor list online?
- Have you reserved space at an Approved Third Party Vendor?
- Have you contacted the manager/owner to complete the Third Party Vendor Checklist?

3. SUBMITTING SOCIAL NOTIFICATION FORMS

- Two (2) weeks before the event:
Have you turned in a fully completed Social Notification Form to the Office of Student Life?
- Two (2) days before the chapter's FIRST event of the semester:
Did you turn in a completed Social Policy Presentation Form?
- Two (2) days before the chapter's FIRST event of the semester:
Did you complete a Social Policy Presentation with a Panhellenic or IFC Executive?
- Two (2) days before the event:
Have you turned in a pre-guest list, including names and birthdays, to the Office of Student Life?
Have you turned in an Event Monitor pre-event form?
- On the school day immediately following the event:
Have you turned in a post-guest list, including names and signatures of those in attendance, and birthdays, to the Office of Student Life?
Have you turned in an Event Monitor post-event form?

4. HOSTING AN EVENT WITH ANOTHER ORGANIZATION

- Have you been in contact with the Social Chair or appropriate executive from the other organization(s)?
- Do all organizations have the appropriate signatures on the Social Notification Paperwork?
- When more than one organization is hosting an event together, it is recommended that they share the responsibility of providing sober monitors. Has this been done?

The **Quick Check** section will help you in determining if you have implemented risk reducing steps for your chapter's social event. This page may be copied and used for each of your social event throughout the year. Be sure to keep working until you are able to mark a "yes" for each question. This is not an exhaustive list and is only meant to be a guide to help you be proactive when planning events with alcohol. Please consult your own chapter's risk management rules and the FSL Social Policy for specifics.

5. PRE-EVENT QUICK CHECK

- We have discussed the event with both our general chapter members and advisor as well as completed any and all necessary paperwork for the event.
- Our event is theme oriented, complete with activities that do not directly relate to alcohol consumption, drinking games, or alcohol abuse.
- We are providing appropriate amounts and varieties of alternative food and beverage for the duration of the event.
- We have an actual guest list that has the names and birthdays of all members and guests who were issued an actual invitation prior to this event.
For BYOB Events:
 - We are limiting the types and amounts of alcohol to six (6), twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.
 - We have one entrance to the event, with several exits available if an emergency were to occur.
 - We are administering wristbands or stamps to all of-age (21 year-old) members and guests who have checked in alcohol for this function.
 - We have a system to mark or stamp each guest and member who is attending, but are not of-age or have not checked in alcohol for the event.
 - We have a team of monitors working this event. The team is composed of members who are of-age and initiated, non-drinking, and sober, from each sponsoring organization.
 - Each person who has checked alcohol in to the function has received a punch card that has his/her name, age, type of alcohol, amount checked, and the date/title of the part all written on the punch card.

From North-American Interfraternity Conference BYOB: Hosting Safe Social Events booklet